

ROUTING AND TRANSMITTAL SLIP			Date
			20 OCT 1987
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXA/DA	CS	20 OCT 1987
2.	DDA 21 OCT 1987	✓	
3.	C/MS 23 Oct 87	M	
4.	DDA REGISTRY		
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		
REMARKS			

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

TRANSMITTAL SLIP		DATE 10/16/87
TO: DDA		
ROOM NO. 7D18	BUILDING Hdqs	
REMARKS: Your Copy.		
FROM: Audit Staff		
ROOM NO. 1201	BUILDING Key	EXTENSION <div></div>

16 October 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Deputy Inspector General for Audit

SUBJECT: Audit of Office of the Deputy Director for
Administration

1. The Audit Staff has scheduled an audit of the Office of the Deputy Director for Administration covering the period 1 January 1985 - 30 November 1987. The audit will include a review of administrative controls and procedures and a review of financial and logistical transactions.

2. The audit is planned to begin about 1 December 1987. We will request an initial meeting with you or your representative prior to commencement of the audit.
will conduct the audit.

3. Please indicate your concurrence by signing and returning the original of this memorandum.

100-17

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SUBJECT: Audit of Office of the Deputy Director for
Administration

CONCUR:

STAT

28 OCT 1987

Deputy Director for Administration

Date

STAT

C/ASTAD/AS (15 October 1987)

Distribution:

Orig. - Signature & Return

✓ - Addressee

1 - O/Compt/BMG

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